

Job Title:	Administrative Assistant II (Parks & Grounds)
Job Description Number:	1101
Department/Division:	Parks & Recreation/Grounds
Exemption Status:	Non-Exempt
Pay Grade:	208
Immediate Supervisor:	Assistant Parks & Grounds Administrator
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Provide administrative support to the Parks and Grounds Division and other administrative staff in the Parks and Recreation Department. Supply information, maintain departmental budget to include processing of invoices, maintain files, schedule appointments, produce correspondence, maintain promotional/recruitment materials, manage park and shelter reservations, update cemetery records, conduct various research projects (including internet), process time sheets as required, answer the phone, coordinate meetings and events and otherwise relieves department of minor administrative and business details. Assist during Storm and Weather related events and perform others duties as assigned.

Essential Functions:

Administrative Support (65%): Provide general administrative support to the Department by typing correspondence, memos, reports, minutes, leases, agreements, council actions forms, resolutions, ordinances, contracts, and other written material as assigned. Make copies for distribution. Schedule and coordinate meetings, keep daily schedule. Manage departmental files, order office supplies as needed and manage office equipment contracts and service needs.

Public Relations (20%): Act as receptionist with related duties by responding to inquiries and providing information. Schedule meetings, seminars, conferences, business travel and reservations. Handle special promotional materials and public relations projects. Respond to web inquiries and updates web sites. Assist with development of survey reports and department brochures.

Budgetary Functions (15%): Maintain budget and expenses by recording and paying invoices, enter purchase orders and requisitions in AS400 system, reimbursements for personal expenses such as petty cash and travel and training. Work with Accounting and Finance to maintain operating accounts and budgets. Record and enter time sheets by entering bi-weekly time sheets into AS400 system. Maintain supplies necessary to keep office operational.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Sedentary strength demands include exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.

Physical Demands: Continuously requires fine dexterity, reaching, handling, vision, hearing and talking. Frequently requires standing, walking, lifting, carrying, sitting, kneeling and twisting. Occasionally requires pushing, pulling, bending and crouching. Rarely requires climbing, foot controls and balancing.

Machines, Tools, Equipment, and Work Aids: None.

Computer Equipment and Software: Computer, Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook, Project), Adobe Suite, GIS MapIt, and digital camera software and downloads.

Working Conditions

Overall Working Conditions: Good: Relatively free from unpleasant environmental conditions or hazards.

Environmental Factors: Daily exposure to noise and vibration. Monthly exposure to extreme temperatures and respiratory hazards.

Health and Safety: None.

Primary Work Location: Office Environment and Outdoors (Job Sites, Community Center).

Protective Equipment Required: None.

Non-Physical Demands

Frequently requires change of task, performing multiple tasks simultaneously, working closely with others as part of a team and tedious or exacting work. Occasionally requires time pressures and noisy/distracting environment. Rarely requires emergency situations and irregular schedule/overtime.

Job Requirements

Formal Education: Two year Associate's degree or equivalent in Secretarial Science is required.

Experience: Over two years of experience in secretarial/office management is required.

Driver's License Required: Class D South Carolina license.

Certifications and Other Requirements: Notary Public.

Job Demands

Reading: Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Work may require providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas. Work has a high impact on the organization. External contacts include general public, various business groups, realtors, visiting cities, and various other organizations. Internal contacts include Legal, Public Information and Events, Human Resources, City Manager, and Finance.

Management and Supervision: Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Technical Skill: Basic skill: Work requires the use of standard technical skills appropriate to the work environment of the organization. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.

Freedom to Act and Impact of Action

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.